

**REQUEST FOR AUTHORIZATION
TO PROCEED WITH UTILITY RELOCATION*****Local Agency Letterhead***

To: (DLAE Name)
District Local Assistance Engineer
Caltrans, Office of Local Assistance
(District Address)

Date: _____

Dear (DLAE Name):

In order to proceed with the right of way work for the above project, we request that you secure Federal authorization and obligate funds for this work. The amounts requested do not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP).

Attached are the following documents that are required to authorize this phase of work:

Request for Authorization Package

- ☐ Completed Project Prefix Checklist, (Exhibit 3-E) or
- ☐ The Project Prefix Checklist was previously submitted and the funding types have not changed.
- ☐ Completed Finance Letter (Exhibit 3-F)
- ☐ Completed Data Sheets (Exhibit 3-G)

Field Review Form (Exhibit 7-B)

- ☐ Completed Field Review form, or
- ☐ The Field Review form was previously submitted on _____.

Environmental Document

- ☐ Approved Environmental Document
Type of Document _____
Approval Date _____
- ☐ The Environmental Document was previously submitted and approved.

Utility Relocation

- ☐ The Alternate Procedure (Section 14.3) for utility relocation will be followed. The utility owners of utilities to be relocated are listed in the attached Data Sheets together with an estimate of the cost of relocation. If the utility relocation work is part of the construction contract, the Specific Authorization and Utility Agreement (if applicable) for each utility being relocated will be attached to the Right of Way Certification, which will be submitted along with the Request for Authorization to Proceed with Construction. If the utility relocation is not part of the construction contract, the Specific Authorization and Utility Agreement (if applicable) will be submitted and approved prior to beginning work (other than PE).

I understand that invoice requests for payment will not be processed until a Program Supplement Agreement and Federal-aid Project Agreement (PR-2) have been prepared and executed.

(Check which of the following applies)

- ☐ I plan to request reimbursement and invoicing for utility relocation costs as incurred. As indicated above, I have included a completed Field Review Form. I am also including the "Agreements Checklist" (Exhibit 4-A) request form with this transmittal and request that the agreements be prepared now.
- ☐ I do not plan to invoice for utility relocation costs until this phase of the work is completed. I will transmit the "Agreements Checklist" at a later date.

I will not submit any invoice requests until I receive notification that the Program Supplement Agreement and PR-2 have been executed.

CTC ALLOCATION

Check which of the following applies:

- ☐ A CTC allocation vote is not required, or
☐ The required CTC allocation has been scheduled for the _____ meeting, or
☐ The required CTC allocation was voted at the _____ meeting.

CERTIFICATION

I certify that the facts and statements in this "Request for Authorization Package" are accurate and correct. This Agency agrees to comply with the applicable terms and conditions set forth in Title 23, U.S. Code, Highways, and the policies and procedures promulgated by the Federal Highway Administrator and the California Department of Transportation relative to the above designated project.

I understand that this Agency is responsible for costs in excess of the Federal funds obligated and all costs incurred before it has received FHWA "Authorization to Proceed" with this phase of the project.

Please advise us as soon as the authorization has been received. You may direct any questions to _____ at _____.

Signed _____
Title _____
Agency _____

Attachments